

Outer South Area Committee

Strengthening the Council's relationship with local Town and Parish Councils

Scrutiny Report: May 2013

Action Plan

Desired Outcome – There are clear pathways and protocols in place to enable open and meaningful dialogue between local councils and their respective Area Committee on matters that impact on their local communities				
Recommendation 3	Action	Lead	By When	Status
<p><i>That local councils and Area Committees give a commitment to work closely together to develop clear pathways and protocols that will enable open and meaningful dialogue on matters that have specific impact on their communities. That Area Leaders take the lead on developing these clear pathways and protocols and report progress back to Scrutiny by December 2013</i></p>	<ul style="list-style-type: none"> Area Leader to introduce attend a meeting of the Town and Parish Councils to give an overview of his role, the role of the Area Support Team and Area Committee 	Area Support Team	February 2014	Planning
	<ul style="list-style-type: none"> Town and Parish Councils and Area Committee papers to be shared 	Gildersome Parish Council Drighlington Parish Council Morley Town Council Area Support Team	On-going	
	<ul style="list-style-type: none"> AST to review T&PC papers to pick out relevant items and report to AC 	Area Support Team	On-going	

Desired Outcome – Area Committee meetings are utilised effectively to address matters of local relevance				
Recommendation 4	Action	Lead	By When	Status
<p><i>Assistant Chief Executive (Customer Access and Performance) promotes the following as good practice amongst Area Committees:</i></p> <ul style="list-style-type: none"> <i>The development of a forward work programme and identification of a major 'theme' or 'topic' for each area committee meeting</i> 	<ul style="list-style-type: none"> Forward Plans of T&PC and AC to be shared with each other and cross-checking to establish theme links and develop Area Committee forward plan that has a theme or topic for each meeting 	Area Support Team Drighlington Parish Council Gildersome Parish Council Morley Town Hall		
<ul style="list-style-type: none"> <i>That Area Committee reports include a separate section indicating any potential local impacts or challenges</i> 	<ul style="list-style-type: none"> Ensure reports presented to Area Committee has a focus at a local level 	Area Support Team	On-going	
Desired Outcome – That local councils and Area Committees work in partnership to maximise local intelligence and achieve more locally responsive and accountable services				
Recommendation 5	Action	Lead	By When	Status
<p><i>That Area Leaders ensure that input is sought from local councils as part of any future area based delegation scheme and particularly around the negotiation of Service Level Agreements</i></p>	<ul style="list-style-type: none"> Environmental Services via Tom Smith to share the Service Level Agreement with T&PC's Tom Smith to attend T&PCs at least once a year to discuss the SLA Continue to ensure that Leeds City Council Elected Members sit on T&PCs to ensure links are maintained and feed issues to the Area Committee 	Environmental Services Environmental Services Elected Members Area Committee Environmental Services Lead	December 2013 On-going	

	Environmental Services Lead to be picked up through the sub-group			
Desired Outcome – That local councils and Area Committees work in partnership to explore opportunities for maximising available resources to best meet the needs of their local communities				
Recommendation 7	Action	Lead	By When	Status
<i>That Area Leaders proactively work with local councils and Area Committees to identify opportunities for maximising available resources to best meet the needs of their local communities</i>	<ul style="list-style-type: none"> Area Leader to introduce attend a meeting of the Town and Parish Councils to give an overview of his role, the role of the Area Support Team and Area Committee 	Area Leader Area Support Team Drighlington Parish Council Gildersome Parish Council Morley Town Council	On-going	
Desired Outcome – That residents are actively encouraged and supported in undertaking volunteering initiatives that will benefit their local communities				
Recommendation 8	Action	Lead	By When	Status
<i>(i) That local councils are proactive in promoting volunteering initiatives and encouraging people to take an active role within their community.</i>	<ul style="list-style-type: none"> Neighbourhood Improvement Officers within AST working with Communities to move forward initiatives 	Area Support Team Neighbourhood Improvement Officers	On-going	
<i>(ii) That the Council's Assistant Chief Executive (Customer Access and Performance) and Chief Officer Localities and Partnerships lead on actively supporting approaches made by local councils for any advice and assistance directly associated with local voluntary initiatives</i>	<ul style="list-style-type: none"> Links with the above 			

Desired Outcome – That partnership working between local councils and Area Committees continues to be actively promoted across the city				
Recommendation 9	Action	Lead	By When	Status
<i>That the three Area Leaders actively promote partnership working with local councils as part of the integrated locality working agenda in the three wedges of East North East, West North West and South East</i>	<ul style="list-style-type: none"> For the Area Leader to explain what Integrated Locality working agenda is and how it links in to the work that the Area Committee do 	Area Leader	February 2014	
Desired Outcome – That the relationship between local councils and Area Committees is continually monitored and developed				
Recommendation 10	Action	Lead	By When	Status
<i>That the Chair of the city wide Parish and Town Council Forum ensures that the Forum's annual meeting is used to provide an opportunity for local councils to openly share their experiences of working with their Area Committees, share good practice and identify potential areas for improvement</i>	<ul style="list-style-type: none"> Dates of Parish and Town Council Forum to be circulated to all Take the learning from the development and delivery of this action plan and share good practice and identify areas for improvement Area to improve: <ul style="list-style-type: none"> Planning Issues Links to Area Committee sub groups Ensure link through Area Committee Action Plan 	Town and Parish Councils Area Support Team	November 2014	

Desired Outcome – That the relationship between local councils and Area Committees is continually monitored and developed

Recommendation 11	Action	Lead	By When	Status
<i>That Area Leaders work closely with Area Chairs to ensure that Area Committees continue to monitor their relationships with local councils in order to identify strengths and potential areas for improvement</i>	<ul style="list-style-type: none">• Area Lead to have a standard agenda item on Area Chairs Briefings to enable monitoring of relationships with T&PC	Area Leader	On-going	

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